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MEMORANDUM FOR: Comptroller

APR 24 1953

SUBJECT : Supergrade Positions

1. The Supergrade Review Board has completed an over-all review of existing supergrade positions and has developed a recommended structure for the entire Agency. The Board's recommendations with respect to the Office of the Comptroller provide for the following supergrade positions:

<u>Position</u>	<u>Present Grade of Position</u>	<u>Review Board Recommendation</u>
Comptroller	GS-17	GS-18
Deputy Comptroller	GS-16	GS-17
Assistant Comptroller	GS-15	GS-16
Chief, O&M Service	GS-16	GS-16
Chief, Technical Accounting Staff	GS-15	GS-16
Chief, Finance Division	GS-15	GS-16
Chief, Budget Division	GS-15	GS-16

2. For the time being, the Director has withheld action on the Board's recommendation. However, the proposed supergrade structure is being used by the Board for the purpose of reviewing individual requests for supergrade action within the established supergrade ceiling. To insure equitable allocation among CIA offices, a quota of supergrade vacancies against which personnel actions may be initiated has been assigned to each major Agency component. The portion of the Deputy Director (Administration) quota which is hereby allotted to the Office of the Comptroller is two. Promotion actions affecting personnel already in supergrade classifications do not count against the quota.

3. It is requested that no personnel action be initiated in the supergrade category without prior discussion with this Office. Similarly, no commitment or tentative statement of prospective promotion will be made with any person on your Staff without such advance clearance.

SIGNED

WALTER REID WOLF No. 15
Deputy Director, Change in Class. ☐
(Administration) Recommended

SA/DDA:DCK:jeb

cc: DD/A chrono (ref sheet only)
DD/A subject "Personnel-Supergrades"

Class. Changed To: TS S ☒
Auth: HR 70-2

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By: *[Signature]*

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